



# *Avila College*

S T U D E N T H A N D B O O K

*God helping there is nothing to fear*

K  
A  
N  
S

A  
N

DEO  
ADJU  
VAN  
TE



NON  
TI  
MENN  
DUM

URI

*Avila College*



# Table of Contents

Prayer of St. Teresa of Avila	6
History of Avila College	6
Welcome	7
Values Statement	8
Purpose Statement	8
Philosophy	8
Mission Statement	8
Accreditation	9
College-Wide Educational Outcomes	9
Student Involvement	10
Student Union Board	10
Avila Ambassadors	10
Clubs and Organizations	10
Student Organizations	10
Wellness Recreation	11
Athletic Programs	11
Thornhill Art Gallery	12
Avila Dance Team	12
Student Publications	12
Avila College Student Senate	12
Campus Ministry	12
Goppert Theater	13
Homecoming	13
Campus Bookstore	13
Business Office	13
Lost and Found	13
Computer Laboratories	13
Child Care Center	14
Montessori School	14
Hooley-Bundschu Library	14
Campus Security	14
Switchboard	14
Residence Life	14
Residence Hall Association	14
Residence Hall Staff	15
Academic Services	15
Student Affairs Division	15
Vice President & Dean for Student Affairs	15
Student Life Office	16
Admission Office	16

Financial Aid Office	16
Retention Services	16
Health and Child Services	16
Student Resource Center	16
International Students	16
disABLED Student Services	17
Food Services	17
Student Life Policies	17
Parking	17
Change of Address	17
Payment of Debts	17
Facilities and Services	17
Contracts	18
Student ID Cards	18
Information Dissemination	18
Guest Speaker Policy	18
Sales and Solicitation	19
Student Organizations	19
Non -Discrimination Policy	20
Tobacco Policy	20
Academic Honesty	20
Procedure for Grade Appeal	20
Harassment	20
Canceled Classes	21
Guidelines and Reponse to AIDS/ HIV	21
Consensual Relationships	22
Sexual Harassment	22
Substance Abuse	22
Substance Abuse Screening	22
Education on Substance Abuse Issues	22
Information Technology Usage Agreement	23
Code of Student Conduct	23
Temporary Suspension	26
Places of Worship	27
Area Attractions	27
Cultural Events	28
Area Shopping	28
Area Banking Facilities	28
Index	29
Map of Campus	BACK OF COVER
Map of Kansas City Area	BACK OF COVER

# *Prayer of St Teresa of Avila*

*Let nothing disturb you. Let nothing frighten you. All things are passing; God only is changeless.  
Patience gains all things. Who has God wants nothing. God alone suffices.*

## *History of Avila College*

Avila College is a Catholic, four-year, co-educational college with liberal arts and professional programs. It is situated on 48 rolling acres in suburban south Kansas City, Missouri.

Founded in 1916, under the name College of Saint Teresa, it was a two-year, women-only college located at 5600 Main Street. In 1940, the college became the four-year College of Saint Teresa; it was fully accredited by the North Central Association of Colleges and Secondary Schools in 1946.

In 1963, the college was moved to its present location at 11901 Wornall Road. With the move to the new campus, the college was re-named Avila College — still in honor of Saint Teresa of Avila.

Avila College made the transition to a co-educational college in 1969. By 1978, Avila had established graduate degrees in business, education, and psychology. Avila began Kansas City's first Weekend College in 1984.

With over 80 years of experience, Avila's commitment to excellence, to service to students and the community, to quality education of spirit, mind, and body, and to growth of the whole person is deeply rooted in its Catholic heritage and in the lives and beliefs of the founding Sisters of St. Joseph.

Avila College is still sponsored by the Sisters of St. Joseph. It is a college that offers undergraduate and graduate programs through day and evening courses and a special weekend college.



# Welcome...

*Avila College is a unique community of learners and we welcome you to the challenges and rewards which await you. The college operates from a value system in which caring, sharing and respect are paramount. While we value diversity, and seek to serve all segments of society, we do not aspire to be only a reflection of society. We seek higher goals with higher values and higher standards. This is the community which you have chosen, one which expects more from itself, more from one another and more from paths of life. Staff and faculty are chosen not only for their individual talents and expertise, but for their ability to relate to others in an environment where each of us is precious, none more than another.*

*This community ensures you many rights, and imposes many responsibilities. You are ultimately responsible for the experience you will have at Avila. You are responsible for your academic growth in the classroom and your personal growth through co-curricular life and the choices you will make along the way. You will choose the opportunities which challenge your intellect, stretch you emotionally, expand and enrich your search for spirituality and develop you socially and physically.*

*This handbook is a guide to assist you in these processes, to inform you of opportunities and expectations. One of your first responsibilities as a student at Avila is to read this book, understand your responsibilities, college policies and the Student Code of Conduct. It will help you understand this community's expectations.*

*Avila College is student-centered. You are not only an integral part of the community, your growth is the primary purpose of this community. We have dedicated staff and programs to serve you, however we also expect you to serve this community. Your leadership in campus governance and campus organizations are vital. Your contribution to the quality of campus life is your duty as a citizen in this community. Campus life is what you make of it, and will grow and prosper because of your efforts. Avila serves a widely diverse student body. Some of you are here full-time and reside on campus. Others are here only once a week, work full-time and have family and community responsibilities. In all cases, with all students, each service, program and opportunity is yours. You share equally in the challenge and will benefit equally from the opportunity.*

*Please know that this is your college. There is no question too trivial to ask, no concern too small to express and no idea too avant garde to propose. My office, and those of my colleagues are always open to you. My time and attention are always yours.*

*Welcome to the Avila Community...your pathway to the future.*

*Thomas R. Lease*

*Vice President & Dean for Student Affairs*







### *Avila Community Values*

- excellence in teaching and learning
- the Catholic identity of the college
- the sponsorship and contributions of the Sisters of St. Joseph
- the worth, dignity, and potential of each human being
- diversity and its expression
- commitment to the continual growth of the whole person
- interaction with and service to others

### *The Avila Purposes*

*Pursue academic excellence by providing an educational experience rooted in the Catholic tradition and in the spirit of the Sisters of St. Joseph, both of which emphasize collaboration, examination of social justice issues, responsiveness to needs of others, and respect for the worth and dignity of each individual*

*Offer liberal arts and professional undergraduate and graduate programs grounded in scholarship with well defined educational outcomes which emphasize communication and thinking skills, knowledge, and personal, social and spiritual development of each student*

*Strive for excellence through responsiveness to on-going assessment, evaluation, and self-reflection*

*Promote student learning by emphasizing teaching learning strategies which actively engage the student in the learning process*

*Foster development of the whole person for life-long learning and service to the contemporary world through curricular and co-curricular programs*

*Serve a community of learners-primarily from the midwest-with diverse backgrounds and needs by providing a variety of educational formats*

*Address the broader educational needs of the Greater Kansas City area by exploring, initiating, and supporting partnerships within the community*

### *Philosophy*

*Avila College, sponsored by the Sisters of St. Joseph of Carondelet, is an academic community dedicated to education in the liberal arts and the professional areas.*

*Avila is a Catholic college that seeks to foster the intellectual, spiritual, and social growth of its members. The college community includes men and women with a diversity of religious convictions.*

*The administration, faculty, staff, and students work together to create an environment wherein the quality of Christian hope permeates and enlivens an objective search for truth.*

*Avila students are encouraged to develop values which enable them to grow in freedom and responsibility as they respond to contemporary, social, and moral issues.*

*The Avila community provides an atmosphere of faith and support in which members may gain insight into themselves, their relationship with God, and their place of service in the world community.*

### *The Avila College Mission Statement*

*Avila College is a value-based community of learning, Catholic, co-educational, and sponsored by the Sisters of Saint Joseph of Carondelet. In a climate respecting the worth and dignity of each individual, the college provides liberal arts, professional, undergraduate, and graduate education for students responsible life-long contributions to the contemporary world.*

*Adopted 1986-1987*



## ACCREDITATION

Avila College has been accredited by the Commission on Institutes of Higher Education of the North Central Association of Colleges and Secondary Schools.

North Central Association  
30 North LaSalle St., Suite 2400  
Chicago, Illinois 60602

## COLLEGE-WIDE EDUCATIONAL OUTCOMES

### PERSONAL, SPIRITUAL, AND SOCIAL INTENDED LEARNING OUTCOMES

The Avila graduate will be able to:

- Clarify and articulate a personal value system as a framework for ethical decision-making and behavior
- Cultivate and articulate one's aesthetic response
- Demonstrate self-motivation, intellectual curiosity and openness to differing perspectives
- Demonstrate sensitivity to socio-cultural diversity
- Address issues of social justice
- Take responsibility for one's own well-being
- Participate in group interaction to achieve an identified goal
- Demonstrate civic, social, and ecological responsibility

### COMMUNICATION INTENDED LEARNING OUTCOMES

The Avila graduate will be able to:

- Employ active listening techniques, including summarizing, paraphrasing, questioning, and nonverbal response
- Read a document and demonstrate an understanding of its written and quantitative content
- Make a clear, well-organized verbal presentation
- Write a clear, well-organized paper, using documentation and quantitative tools, when appropriate
- Use group process skills

### HIGHER LEVEL THINKING INTENDED LEARNING OUTCOMES

The Avila graduate will be able to:

- Identify a problem and using the steps involved in problem-solving processes, develop viable solutions
- Employ skeptical, evaluative and logical approaches in processing information and drawing conclusions
- Make and evaluate decisions based on appropriate criteria and projected consequences
- Generate new images, concepts, possibilities and/or interpretations and connect apparently disparate ideas

- Analyze one's own thinking processes, including how one's experiences, feelings, ideas, and intuition affect thinking

### KNOWLEDGE INTENDED LEARNING OUTCOMES

The Avila graduate will have knowledge of:

- Mathematics as an art, a science and a language
- The common methods of representing numerical, statistical and symbolic relationships
- Arts, literature and language through experiential and intellectual understanding of their elements and principles
- Philosophers, theologians, writers, artists and other great thinkers and their influence upon the development of civilization
- Major ethical theories
- The Judeo-Christian tradition
- The theories which describe or explain individual and group behavior
- The key social problems facing the contemporary world
- Diverse political, social and economic systems
- The function, structure and interrelationships of the political, social and economic systems of the United States
- Western and non-Western experience in historical perspective
- Cultural diversity in the United States and throughout the world
- Physical, economic and social geography

- United States history
- The nature and limitations of science
- The physical laws of nature
- The atomic and molecular basis of all matter
- Concepts that characterize and govern living systems
- The structures and uses of information systems

## STUDENT INVOLVEMENT

Life outside of the classroom at Avila College can be a rewarding and exciting experience for students. Through a multitude of varied clubs and organizations, students have the freedom to pursue their interests, and to become fully involved in college life.

There are two objectives for becoming involved in campus life:

- 1) fostering your growth and development, and
- 2) providing a service to others and the college community.

### Your growth and development

Although you will become an educated person through your academic activities, you will have opportunities to develop your leadership and managerial skills by participating in campus groups and clubs. Learning how to motivate others (and yourself), accomplishing goals and projects, and developing strong interpersonal communication skills are several benefits of campus involvement.

## Service to others

As a member of a campus club or organization, you will meet fellow students, staff, and faculty. Together, you may be involved in service projects, fund-raising activities, and other tasks designed to provide service to the campus and the Kansas City community. Every student has skills and capabilities which can assist and better the lives and circumstances of others.

To help students get involved, the Student Affairs division and the Student Life Office work closely with student groups, clubs/organizations, and students interested in becoming involved at Avila College. The Student Life Office is located in Marian Center.

## STUDENT UNION BOARD

The Student Union Board (SUB) coordinates activities for students and the local community (films, dances, entertainers, musicians, etc.). Most activities are free, and all students and their families are welcome to participate.

## AVILA AMBASSADORS

The Avila Ambassadors program is an extension of the Avila Admissions Office. Ambassadors are student volunteers who function in a variety of roles in the recruitment of new students to Avila. Their responsibilities

include tours, hosting on-campus weekend visits, and a variety of other service-oriented activities. Interested students should contact the Admissions Office at ext. 2203.

## CLUBS AND ORGANIZATIONS

All clubs and organizations are open to all students. Several organizations are associated with external national organizations, providing contact with professionals who share similar interests.

Each club has an organizational bulletin board, located in Marian Center, reserved for their use. For more information about club activities, check the bulletin board or contact the Student Life Office.

## STUDENT ORGANIZATIONS

### The Avila Premed Society

The Avila Premed Society provides a supportive, informative atmosphere for students preparing for careers in medicine or dentistry.

### Allied Health Club

The purpose of the Allied Health Club is to promote professionalism among its members, increase member's awareness of their role in the medical profession, and to aid in career planning.

### The Psychology Club

The Psychology Club serves as a vehicle for students interested in the study of human behavior to gather and discuss current issues within the field of psychology.

### African American Student Association

The purpose of AASA is to enhance communication among Black students at Avila College.

### Newman Club

The Newman Club fosters, within the Avila community, growth of spirituality through friendship, service, faith and understanding.

### MBA Club

The MBA Club allows graduate students in business administration to network and learn more about business principles and the business world.

### The Science Club

The Science Club brings together students from all disciplines who have an interest in science.

### The Avila Prelaw Society

The purpose of the Avila Prelaw Society is to develop and encourage accountability, leadership, competence, character development, cooperative effort, merit, and scholarship.

### The American Marketing Association (AMA)

Through programs, activities, and speakers, the AMA teaches students about marketing careers and prepares them for successful entry into marketing positions.

### Students in Free Enterprise, Inc. (SIFE)

SIFE'S mission is to establish and direct student-generated free-market economic education programs to bring better understanding of America's free enterprise system.

### The Avila Student Nurses Association (ASNO)

ASNO encourages the student nurse to grow professionally and provides opportunities for leadership and contact with peers.

### The Bobby Witcher Association

Members of the Bobby Witcher Society exchange herpetological information, promote the study of reptiles, and collect specimens for the society's herpetology collection.

### The History Club

Speakers, programs, and the presentation of interesting topics on historical subjects are offered to students by the History Club.

### The International Students Club

The International Students Club helps to bring international students together with American students to socialize and discover the diversity and unity among cultures.

### The Organization of Politics and Public Administration (OPPA)

The OPPA serves as a professional and social outlet for students interested in international, national, state, and local aspects of public and political administration.

### The Society for the Advancement of Management (SAM)

SAM is a professional and social organization whose purpose is to provide an opportunity for students to refine management techniques learned in the classroom.

## WELLNESS RECREATION

The Wellness, Recreation, and Intramurals Committee plans competitive events and educational programs during the Fall and Spring semesters. Contact ext. 2234 for more information.

## ATHLETIC PROGRAMS

Seven competitive team sports make Avila a top notch NAIA intercollegiate athletic program. Organized competition for men's teams are soccer in the fall, basketball in the winter, and baseball in the spring. Women's teams offer soccer and



volleyball in the fall, basketball in the winter, and softball in the spring.

Competitive sports are played in the Mabee Fieldhouse, The Zarda Family Sports Complex, and the Multi-purpose field located southwest of the fieldhouse. Students are not charged admission for home athletic events.

All students are welcome to try out for athletic teams. For more information, contact the Athletic office in the Mabee Fieldhouse at ext. 2234.

#### THORNHILL ART GALLERY

Located in the lower Whitfield Center, Thornhill Art Gallery has exhibited many student and professional pieces in past years. The gallery is open throughout the year and presents six exhibits, as well as student presentations at the end of each semester. To present work, students must meet the requirements in the college catalog. If interested contact the Department of Humanities at ext. 2289.

#### AVILA DANCE TEAM

The Avila Dance Team provides an opportunity for students interested in performing dance routines during athletic events. Interested students should contact the Student Life Office at ext. 2260.

#### STUDENT PUBLICATIONS

*The Talon* is the student newspaper and is published approximately 10 times per academic year. Previous experience is not required to serve on the staff, and participation is open to anyone interested in any aspect of newspaper production.

*The Scop* is Avila's art and literary magazine. It is issued once a year at the end of the spring semester. Students comprise the entire editorial staff, under the guidance of faculty advisors from both the Art and English departments. The magazine publishes the best prose, poetry, and artwork the college has to offer. Submissions to the magazine are open to all Avila students, faculty, and staff, and awards are offered for the best work in each group.

#### AVILA COLLEGE STUDENT SENATE

All Students admitted and enrolled for credit at Avila College are members of Avila College Student Senate.

Eleven students, elected in an annual campus-wide election, make up the Student Senate. Senators or senate appointees serve on most committees of the college and encourage student viewpoints and participation in the operation of the college. Contact the Vice-President and

Dean for Student Affairs at ext. 2227 for information about Student Senate.

#### CAMPUS MINISTRY

Campus Ministry supports the Avila College purpose of "development of the whole person" through the integration of the spiritual life into campus life. The Catholic tradition of the college is celebrated through Eucharistic liturgies and other expressions of faith. At the same time, the beliefs of other traditions and faiths are recognized and affirmed. Campus Ministry sponsors an all-faith prayer service each Wednesday at noon. Justice activities, volunteerism, bible study, retreats, and opportunities for leadership are also available to people of all faiths.

Each year, five to seven students are chosen as Peer Ministers who, with the Director of Campus Ministry, comprise the leadership team. Student leadership and involvement in Campus Ministry is highly promoted. Volunteers are always welcome. For more information, contact the Director of Campus Ministry at ext. 2423.



## GOPPERT THEATER

Four fully-designed, lighted, costumed, and staged shows, usually a musical and three dramas or comedies, are presented by the theater program each academic year in Goppert Theater. With directors drawn from the faculty and guest professionals, Avila students have the opportunity to audition for a role, stage-manage a show, work in the theater box office or production office, design and build sets or lights, sew costumes or construct props, and all of the other numerous essentials that are part of live theater. All students, regardless of major, are welcome to participate in the theater productions. Auditions occur in late August and late November for each semester's shows and are publicized on campus prior to the actual dates. Every student enrolled at Avila is admitted to all theater productions free of charge. For more information, contact the theater office at ext. 2411.

## HOMECOMING

A highlight of the fall semester is Avila's annual invitation to alumni to return and celebrate Avila College. Alumni gather with classmates, new Avila friends and colleagues, and current students. Homecoming events typically include the Homecoming Dance, an ethnic festival, Alumni Mass, a home

soccer game, picnic, and other programs commemorating the occasion.

## CAMPUS BOOKSTORE

The college operates a campus bookstore to meet students' needs for textbooks, school and office supplies, and other educational items. The bookstore also sells Avila College personalized items such as T-shirts, shorts, mugs, and class rings. Purchases may be made using cash, check, Visa, Mastercard, or Discover cards.

The bookstore is located in lower Marian Center and is open weekdays and some evenings. For specific hours, check the bookstore entrance bulletin board or contact the bookstore staff at ext. 2230.

## BUSINESS OFFICE

The Business Office handles financial matters of the college. Payment of fees and deposits are made here and may be made using Visa, Mastercard, or Discover cards. Limited check cashing privileges are also available to students during posted hours (an ATM is located in the Marian Center).

The Business Office is located in lower Blasco Hall. For more information, contact the Business Office at ext. 3700.

## LOST AND FOUND

Books and personal property found on campus are kept in the bookstore in Marian Center. To return or recover lost articles, contact the bookstore staff at ext. 2230.

## COMPUTER LABORATORIES

### The Hooley-Bundschu Library

Avila's library is designed to provide an environment conducive to learning and research in an age that merges written and electronic media. Both Macintosh (Apple) and IBM personal computers are available, complete with laser printers. Internet access is also available.

### O'Rielly Hall

The O'Rielly Hall computer laboratory houses dozens of computers, each linked to a laser printer. Advanced programs and software packages are available on both Macintosh (Apple) and IBM personal computers. Internet access is also available.

### Carondelet and Ridgway Halls

IBM compatible personal computers are available for use in both Carondelet and Ridgway Halls. These work stations allow residential students the use of computers in the privacy and convenience of their living environment. Internet access is available.

## CHILD CARE CENTER

The Child Care Center is designed to serve the child care needs of the college community between the hours of 7:30 a.m. and 5:30 p.m., Monday through Friday. The center provides care for children between the ages of 2½ - 8 (the child must be toilet-trained) at an hourly rate, and is supervised by qualified personnel and student assistants. The center is located in Hodes Education Center, Room 719. It is open August through May, and is closed when the college is not in session.

## MONTESSORI SCHOOL

Avila Montessori School offers schooling for children ages 3-6, including kindergarten. Several options, in both full-day and half-day sessions, are available between the hours of 9 a.m. and 3 p.m., Monday through Friday. The school is certified through Montessori Institute of America (MIA), and classes are taught by certified Montessori instructors. If full time child care is needed, supplemental before- and after-school care can be provided by Avila's Child Care Center. The Montessori School is open August through May, and is closed when the college is not in session.

## HOOLEY-BUNDSCHU LIBRARY

The Hooley-Bundschu Library is the information resource center

for the campus. Along with countless books and hundreds of periodical and newspaper subscriptions, the library boasts access to such on-line databases as *InfoTrac*, *Business InfoTrac*, *FirstSearch*, *ERIC*, *EBSCOhost*, *The New York Times*, and the library book catalogue *Blue Star*.

Study rooms, an audio-visual center, a computer laboratory and a career planning lab are also available to students and faculty.

## CAMPUS SECURITY

Campus Security can be reached by calling 840-1815. You should leave a message with the problem and your location. Security will respond as soon as possible. The Marian Center building remains staffed and open until 11 p.m. each day. The Hooley-Bundschu Library is also open during the evenings.

## SWITCHBOARD

The college switchboard handles incoming calls to the college from 8 a.m. through 8 p.m. Monday through Thursday, 8 a.m. through 6 p.m. Friday, and 8:30 a.m. through noon Saturday. The switchboard operator can be reached by dialing 942-8400, or by dialing "0" from a campus phone.

## RESIDENCE LIFE

As an integral part of the Student Life Office, the residence hall program strives to compliment students' academic programs through a community living experience. Along with the convenience of living on-campus, living in the residence halls allows you to interact with students of diverse backgrounds, cultural experiences, and lifestyles.

Residential facilities consist of two modern air-conditioned residence halls. Each hall has twin bedrooms for 116 students, lounge and laundry facilities, study areas, computer labs, and kitchenettes.

To find out how to become more involved in residence life, contact the Residence Life Office, ext. 2260.

## RESIDENCE HALL ASSOCIATION

Students living in the residence halls may actively participate in the Residence Hall Association (RHA). This organization is student-organized, run and administered, and it is designed to address student needs and concerns in the residence halls. RHA serves as a governing and programming board for students



living in the residence halls. RHA sponsors educational, recreational, social, and cultural programs to promote resident community development.

## RESIDENCE HALL STAFF

The assistant dean for student affairs oversees the total operation of the residence halls. Two full-time professional residence hall directors work with resident assistants (student staff) to provide social and educational programs, peer counseling, and crisis response to residential students.

## ACADEMIC SERVICES

Through the offices of the academic dean and the registrar, a number of services to students are administered.

Academic advising is provided by faculty and each student is assigned an advisor at the time of enrollment.

For information concerning transcripts or grades, students should contact the registrar's office at ext. 2209. For assistance with any academic concern or question, contact the Academic Dean's Office in Blasco Hall at ext. 2358.

## STUDENT AFFAIRS DIVISION

The Division of Student Affairs is designed to assist students in reaching their full potential in and out of the classroom. Services, programs,

opportunities for development, and assistance in many areas are available and encouraged.

If students have any needs or interests which are not being addressed, they may contact the vice president and dean for student affairs at any time.

## VICE PRESIDENT AND DEAN FOR STUDENT AFFAIRS

The vice president and dean works with professional staff and students to develop a comprehensive plan of processes, services, and programs which accommodate the needs of the campus toward a well-rounded and holistic collegiate environment. These include the management of resources, enrollment processes, auxiliary services, and programs which enhance the intellectual, spiritual, and emotional, social and physical development of the campus and community. The vice president and dean serves as the chief associate of the president in all student matters and promotes and enforces policies and procedures which support the missions, values, and philosophy of the college.

The vice president and dean ensures that student needs and opinions are considered in the decision-making process of the college and ensures the rights, freedoms, and responsibilities of all students. The vice president and dean serves as an ex-officio

member of all committees concerned with the interest of students, prepares such periodic reports as may be requested by the president and the Board of Trustees, and supervises all areas and personnel within the division of student affairs.

## ASSISTANT DEAN FOR STUDENT AFFAIRS

The assistant dean serves as chief student development officer and chief residence life officer of the division. The student development program promotes leadership opportunities in cocurricular life through campus programming, governance, orientation,



wellness recreation, and publications. The residence life program promotes a living-learning environment in the college's residence halls and a summer program of conferences and workshops. The assistant dean is responsible for contract services including campus security and food services in addition to the college's Central Reservation System, Marian

Center, and management of student activity funds and organization resources.

## STUDENT LIFE OFFICE

The student life office works with student organizations and coordinates the college's Central Reservations System, the student ID program, student activity vans, and the management of the Marian Center. The Student Life Office can be reached at ext. 2260.

## ADMISSIONS OFFICE

The Admissions Office is responsible for campus visits, tours, and off-campus visits designed to introduce potential students to the campus, as well as the processing of applications for admission. The Admissions Office examines changing student needs and trends which assists offices and departments in their efforts to build a better institution.

## FINANCIAL AID OFFICE

The majority of Avila students receive assistance from the Financial Aid Office, so no student should overlook the possibility of receiving financial aid.

The staff helps students build financial aid packages by combining assistance from many different sources. For information about loans, grants, scholarships, campus-work

study, or other assistance, contact the Financial Aid Office at ext. 3600.

## RETENTION SERVICES

The Retention Services Program is responsible for assisting new students at Avila College. Programs including Freshman Seminar and the Freshman Liaison Program are designed to help students achieve college success. Research of the factors which help students achieve success is also conducted. The Retention Services Office is located in the Marian Center, ext. 2354.

## HEALTH AND CHILD SERVICES

Health and Child Services is staffed by a registered nurse from 8 a.m. to 5 p.m., Monday through Friday, and is located in lower Carondelet Hall.

Health Services, available to all students, include basic evaluation and assessment of minor illnesses or injury, treatment with nonprescription medicines or medical supplies, emergency care, and referrals to campus resources or appropriate community health care resources.

Health counseling and education are provided on an individual basis and through group programs and presentations.

Health Services is the primary campus contact for students applying for health insurance offered through the college, understanding the insurance coverage, and if needed, submitting claims.

## STUDENT RESOURCE CENTER

The Student Resource Center is staffed by campus professionals to provide a variety of support services and referrals for Avila students. Whether you need tutoring, personal counseling, help writing a research paper or resume, assistance developing learning skills, or a part-time or full-time job, the Student Resource Center is the place to go. Services provided include:

- College Skills
- Personal Counseling
- Intensive Language and Culture Program
- Career Development and Placement
- Resume Writing

## INTERNATIONAL STUDENTS

In addition to the unique language and cultural adaptation programs of the Intensive Language and Culture Program, an international student advisor is assigned by the vice president and dean for student affairs to assist with special programming and adaptation issues. The registrar serves as the advisor to all international students

concerning visas, I-20s and immigration issues.

## disABLED STUDENT SERVICES

Avila College welcomes students with physical or mental challenges who can be successful learners and contributors to the college community. To apply for accommodations in your learning environment (curricular or co-curricular), please complete a Request for Accommodations Form, available in the Vice President for Student Affairs Office located in the Marian Center. For assistance, call ext. 2227.

## FOOD SERVICES

The college, through a private contractor, provides a variety of food service programs and services for the campus. There are two primary food service facilities on campus: the dining room and the snack bar, both located in Marian Center.

In addition to the full board plan for resident students, contract board plans are available for commuting students, staff, and faculty. Each contract runs for a full semester and can be purchased through the Student Life Office. A discount coupon program is also available. Coupon books in \$10.00 denominations, which result in \$12.50 in meals, are

available for purchase in either dining facility.

## STUDENT LIFE POLICIES

Participation in the Avila community entails responsibilities as well as privileges. Acceptance and adherence to these policies are necessary for the protection of the rights of others and the community. Violation of the following policies may limit your privileges and jeopardize your membership in the community as detailed in the Student Code of Conduct. Questions concerning these guidelines should be referred to the assistant dean for student affairs at ext. 2228.

## PARKING

Free parking is provided for all members of the college community and their guests. No parking and handicapped parking areas are to be observed at all times and access to any entrance, parking area, or street may not be obstructed. Violations may result in a parking citation or the vehicle being towed at the owner's expense.

All vehicles parked on the campus must be drivable.

For security purposes, resident's vehicles must be registered with the appropriate residence hall director.

## CHANGE OF ADDRESS

Students are to report changes of address and telephone number to the Registrars Office and the Student Life Office in the Marian Center.

## PAYMENT OF DEBTS

Failure to make arrangements for payment of a campus account by the due date may result in one or more of the following actions:

- a.) late payment penalty
- b.) a hold on the student's record
- c.) cancellation of the student's enrollment

## FACILITIES AND SERVICES

Avila College encourages the use of its facilities by Avila students, recognized student groups and community groups. Although many facilities are used primarily for academic purposes, there are many locations which may be reserved (on a first-come first-served basis) to conduct meetings, presentations, and other programs.

Charges for the use of facilities and services (i.e. catering and special arrangements) are determined by the central reservationist in compliance guidelines established by the college. Call ext. 2260 for more information.



## CONTRACTS

In order to protect Avila College and its student organizations from financial and technical difficulties arising from contracts with entertainers, vendors, businesses, or other groups or persons offering services or products to students, all contracts for students sponsored events or services must be approved and signed by the assistant dean for student affairs and the recognized student group's advisor. A copy of all contracts must be filed in the Student Life Office.

## STUDENT ID CARDS

All full-time students are required to have an official and validated Avila college photo ID card. Part-time students will receive a non-photo ID card, but may have a photo ID card upon request.

Students shall present their ID card upon request of an authorized college official for services and admittance to college activities and events, and the use of the library and other facilities. Some local businesses grant discounts to students who present a valid ID.

## INFORMATION DISSEMINATION

Non-college personnel, firms, and corporations shall not erect or otherwise display any sign or poster, or distribute any

handbills on Avila College property which advertises or otherwise calls attention to any other product, service, or activity without the expressed and written approval of the assistant dean for student affairs.

Recognized campus organizations may display notices and promotional materials for events and services on the bulletin boards designated for the general use provided throughout the campus. Materials may not be posted on glass surfaces, painted surfaces such as doors, columns, walls, and the Marian Center revolving doors.

Notices and promotional material must contain the name of the sponsoring party. Sponsors are responsible for removal of posted materials immediately following the event.

Some display areas are designated for specific use or limited availability. These areas are established and assigned by the assistant dean for student affairs. Display materials are subject to dating and removal after an established time period by the Student Life Office.

Members of the campus community are permitted to advertise their own personal services and property for sale on designated bulletin boards with approval from the assistant dean for student affairs.

Display of promotional or informational media outdoors, or in areas not specifically designated for that purpose, must be approved by the assistant dean for student affairs. Postings, promotional material, etc., to be displayed in the residence halls, should be left in the student life office.

## GUEST SPEAKER POLICY FOR CO- CURRICULAR PROGRAMS

Avila college is committed to an objective search for truth. A healthy dialogue among the campus community is fostered as varying viewpoints and ideas are freely presented. The college encourages recognized campus organizations to invite speakers from the community to participate in this on-going dialogue and search for truth.

Speakers whose topic and manner of delivery are consistent with the goals and philosophy of Avila College are welcome on campus. Invitations to guest speakers are subject to the approval of the assistant dean for student affairs. When selecting speakers, the college prohibits discrimination regarding the speaker's sex, race, religion, age, color, sexual orientation, disability, or national origin.

Organizations or individuals violating any of the provisions or procedures concerning guest speakers are subject to disciplinary procedures and penalties as stated in the Code of Student Conduct.

## SALES AND SOLICITATION

No person, firm, or corporation shall engage in the business of selling or advertising services, activities, or goods, take orders or make contracts for purchase or delivery, sell or offer for sale tickets, goods, activities or services, solicit funds, subscriptions, or orders for any purpose within the boundaries of Avila College without the written consent of the assistant dean for student affairs.

Recognized campus organizations and individual students may request permission from the assistant dean for student affairs for the sale of goods and services, or solicitation of funds. Permission may be granted provided that advertising and activities are planned and approved in advance, and that the financial arrangements have been made and coordinated in the Student Life Office.

## STUDENT ORGANIZATIONS

Students bring to campus a variety of interests and are free to organize and join organizations to promote these interests. Campus organizations

must be open to all students without regard to sex, race, religion, age, color, sexual orientation, disability or national origin.

When they are formed, the purpose and operation of campus organizations must be consistent with the philosophy of Avila College and be approved by the vice president and dean for student affairs.

In order to be recognized, campus organizations must register annually with the assistant dean for student affairs. Contact the student life office to pick up a registration form.

When registering, the organization must file:

- A. A statement of purpose or constitution
- B. Rules and procedures as established
- C. Criteria for membership
- D. A current officer address list
- E. A complete financial statement
- F. The name of its faculty/staff advisor
- G. A meeting of the organization with a member of the student life staff must be held prior to recognition
- H. Organizations must be represented at Council of Presidents meetings (a group of organizational leaders whose role is to facilitate campus communication and organizational growth).
- I. Organizations must have

approval from the assistant dean for student affairs for any dues charged or collected.

Recognized campus organizations may, in compliance with college policies:

- A. Use college facilities and services
- B. Sponsor on-campus fund-raising events
- C. Request dates on the college master calendar
- D. Apply for funds through the Student Activity Fee Board
- E. Sponsor programs and activities under the auspices of Avila College

Campus organizations are free to choose an advisor from the full-time faculty, staff, or administration of the college. Appointment of an advisor who is not a full-time member must be approved by the assistant dean for student affairs.

Organizations may affiliate with external organizations whose philosophy and operations are consistent with the campus organization and Avila College.

Active membership in recognized campus organizations is limited to members of Avila College community (students, faculty, staff, and administration). Voting privileges and the right to hold office are limited to members of the college community.

Recognized campus

organizations may charge minimal membership dues, if necessary, for the successful operation of the organization. The amount of such dues must be approved by the assistant dean for student affairs.

All monies collected by clubs and organizations must be deposited into the Independent Organization Account, which is maintained by the student life office. Call ext. 2260 for more information.

Revocation of recognized campus organization's status may result if:

- A. an organization strays significantly from its purpose
- B. there is a mismanagement of funds
- C. the organization incurs debts
- D. there is misuse of facilities or services
- E. a violation of policies occurs

Recognized campus organizations are responsible for compliance with the Code of Student Conduct. Infractions committed by organizations or individuals will subject both organization and individuals to possible disciplinary action.

#### NONDISCRIMINATION POLICY

Avila College does not discriminate on the basis of sex, race, religion, age, color, disability, sexual orientation or national origin in the administration of its educational policies, scholarship and loan

programs, and athletic or other college-administered programs.

#### TOBACCO POLICY

Use of non-smoking tobacco, which is held in the mouth and where neither tobacco nor saliva are expelled, shall be considered similar to chewing gum in regard to its allowed use in classrooms and public areas.

#### ACADEMIC HONESTY

Avila College expects and requires academic honesty from all members of the college community. Cheating, plagiarism, and falsification of documents will not be tolerated and appropriate sanctions will be imposed.

The college defines "cheating" to include the following practices: stealing an exam, collaborating on projects where not allowed by the instructor, copying during exams, exchanging information during exams, using unallowable information as designated by the instructor, and buying, selling or stealing copies of exams or other projects.

The college defines "plagiarism" as taking ideas from another and passing them off as one's own. Included would be the practice of incorporating portions from a book or article into a paper and not acknowledging the source, copying a whole paper or

report directly from a book or article, securing a paper or report from someone and submitting it as one's own work.

The instructor who discovers that a student has cheated or plagiarized has the right and duty to impose an appropriate sanction. The maximum sanction available to the instructor is to dismiss the student from class and administer an "F". Lesser sanctions, appropriate for the offense, may be selected at the discretion of the instructor. An attempt must be made by each instructor to treat each offense in a consistent manner within the same course. Repeated offenses may result in dismissal from the college.

#### PROCEDURE FOR GRADE APPEAL

Students have recourse to an appeals procedure for the review of student course grades received at Avila College. Guidelines and request forms are available in the office of the academic dean. The deadline for appealing grades is published in the course schedule.

#### HARASSMENT

Avila college values the right of each person to be free from discrimination and harassment on the basis of sex, race, religion, age, disability, color,



national origin, ethnic origin, gender, or sexual orientation. In general conduct or words (written and/or spoken) which create an intimidating, hostile or offensive educational or work environment will not be tolerated.

Whenever a student feels that she or he has been the target of harassment, the incident should be reported to the VP & Dean for Student Affairs. In general, it is the aim of the college to use informal methods to resolve complaints and to terminate any offensive conduct. When informal methods fail, or are not appropriate, the incident may be pursued via a formal complaint under the College Code of Conduct.

#### CANCELED CLASSES

Students will not be notified individually of class cancellations due to inclement weather. College officials will contact local television and radio stations, and have the announcement made via their normal notification process. This information will also be available by calling the college switchboard (942-8400). In situations where college officials have not canceled classes, students are urged to use their own judgment in deciding whether it is safe to travel to campus.

As in all situations, students

who miss classes will be held responsible for material covered during the class session.

#### AVILA COLLEGE GUIDELINES AND RESPONSE TO AIDS, ARC, AND POSITIVE HIV ANTIBODY TEST

AIDS is a medical condition which is characterized by a defect in the body's natural immunity against disease, leaving it susceptible to a variety of illnesses, known as opportunistic infections. At present, there is no vaccination or cure available.

Based on current evidence, casual person to person contact, as would occur among students, faculty, and staff in a college setting, poses no known risk of virus transmission.

People with AIDS, or AIDS related complex (ARC), or positive HIV antibody test present no danger to those with whom they go to class, share rooms, share bathrooms, eat, work, or study near. Those living with persons having AIDS, ARC, or positive HIV antibody test are at no extra risk, unless they are sexual partners or they are sharing contaminated needles.

While AIDS is not highly contagious, it is a serious, life threatening disease.

The following guidelines have

been developed to provide guidance to the total college community regarding AIDS.

1. Each case of ARC, or positive HIV antibody test in a student, faculty, or staff will be evaluated upon its own merit.
2. Consideration of the existence of ARC, or positive HIV antibody test will not be part of the initial admission decision for those applying to attend the college.
3. College officials will not undertake mandatory programs or screening students, faculty, or staff for antibody to HIV.
4. Most college students who have ARC, or positive HIV antibody test, whether they are symptomatic or not, will be allowed regular classroom attendance in an unrestricted manner as long as they are physically able to attend classes.
5. There is no medical justification for restricting the access of students, faculty, or staff with AIDS, ARC, or positive HIV antibody test to the student center, housing, cafeteria, snack bar, gymnasium, recreational facility, or other common areas.
6. Students, faculty, or staff are encouraged to inform Student Health Services if they have AIDS, ARC, or positive HIV antibody test in order that the college can provide them proper medical advice, care, and education. This, like all other medical information, must be handled in a strictly confidential manner.
7. Health Services will be able

to counsel those desiring to be tested or to refer them to counseling sources. Referrals for testing and counseling will be made to those sources that are confidential or anonymous. Complete policies and procedures for handling AIDS-related cases are available in the Student Affairs Office in Marian Center.

## **CONSENSUAL RELATIONSHIPS**

Avila College considers amorous relationships between employees and students to be unethical when the employee has professional responsibility for the student in the context of supervision, teaching, or advisement has direct power to control benefits, rewards, privileges, or penalties.

## **SEXUAL HARASSMENT**

It is the policy of Avila College that sexual harassment of students and employees is unacceptable conduct and will not be tolerated.

The term "sexual harassment" may be used to describe a wide range of behavior and can occur in a variety of settings. It is especially threatening in the context of a teacher-student or supervisor-employee relationship.

Sexual harassment may involve the behavior of a person of

either sex against a person of the opposite or same sex, when that behavior falls within the definitions outlined below:

### **1. Definition**

Sexual harassment of employees and students at Avila College is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature.

### **2. Complaint Procedures**

It is the policy of Avila College that all forms of sexual harassment shall be corrected early and firmly. Any member of the college community who believes that he or she is or has been sexually harassed should contact either the office of the vice president and dean for student affairs or the college affirmative action officer for further information on complaint procedures or for assistance in making a complaint.

## **SUBSTANCE ABUSE DEFINITION**

Substance abuse consists of any use of illegal substances which leads to dependence and/ or which significantly interferes with the user's ability to lead a productive and healthy life.

## **SCREENING FOR SUBSTANCE ABUSE**

It is the responsibility of each member of the Avila community to be aware and

sensitive to the behaviors of others which may interfere with their ability to lead a productive and healthy life. Periodic educational programs are available to all students, faculty, and staff which enhance their ability to recognize the symptoms of substance abuse.

All substance abuse is discouraged. When illegal substance abuse is suspected and has not reached a point of treatment, the health services coordinator may require, with the consultation and authority of the vice president and dean for student affairs, that a student seek medical assistance and examination to remain a student in good standing.

## **EDUCATION ON SUBSTANCE ABUSE ISSUES**

Several college organizations and departments are involved in providing programs to all community members as to the risks of substance abuse. These may include workshops, lectures, and films. The college also provides pamphlets, brochures, and fact sheets relevant to substance abuse.

### **Education Programs for Intercollegiate Athletics**

As a part of the college-wide educational program of substance abuse, each coach of an intercollegiate sport shall provide to each student athlete a copy of the college's philosophy and policy on the

issue. Through a team meeting, distribution of materials, guest speakers, or required attendance at a workshop, each coach shall insure that the student athletes within that sport have been exposed to substance abuse information and are aware of available resources.

## INFORMATION TECHNOLOGY USAGE AGREEMENT

### Copyright Observance

I understand that Avila College purchases or licenses the use of copies of computer software from a variety of outside companies. Avila does not own the copyright to this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer.

I will notify the Dean for Student Affairs of any misuse of the software.

I understand that according to the US Copyright Law, illegal reproduction of software can be subject to civil damages as well as criminal penalties, including fines and imprisonment. I further understand that Avila employees or students who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances.

### Courtesy

I understand that abuses of computers may result in the suspension of my use privileges. Abuses include, but are not limited to; excessive use of paper, making electronic mass mailings for non-college business use, using college-owned computers for monetary gain, monopolizing machines, etc. Machines will not be used for games during working hours or where access to a computer is deprived to those who need to conduct college business or academic tasks. In general, electronic mail is to be used for college business only. Nuisance, pornographic or threatening messages are violations of the user's pledge to use the computer facilities ethically.

### Sanctions

I understand that Avila College may take disciplinary and/or legal action against any individual who violates any computing policies, including temporary or permanent suspension of an individual's privileges to all or part of the college computer facilities, temporary suspension from the college, or permanent separation therefrom.

### Liabilities

Avila College hereby disclaims any liability and/or responsibility for violations of the policy stated above.

## CODE OF STUDENT CONDUCT

As a Catholic college, sponsored by the Sisters of St. Joseph of Carondelet, Avila maintains a position that its educational role is more than an exchange of knowledge and the pursuit of wisdom. Avila is committed to the educational development of the total person, and seeks to develop an environment that is conducive to academic endeavor, social, spiritual, personal, and physical growth with individual self-discipline and responsibility.

Attendance at a private educational institution is not compulsory. The individual who enters this community voluntarily assumes obligations of performance and behavior required by the institution, relevant to its purposes and functions. These obligations are generally higher than those imposed on citizens by civil and criminal laws.

Disciplinary sanctions may be imposed by the college whenever student conduct interferes with the college's responsibilities of ensuring the opportunity of the college community to attain educational objectives, or its responsibilities of protecting the rights, health, and safety of community members maintaining and protecting property, keeping accurate records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic



events, and social functions. When appropriate, students shall participate in the formulation of policies and rules pertaining to student conduct and in the enforcement of such rules.

When a student has been apprehended for violations of local, state, or federal laws, the college will not request, or agree to, special consideration due to that individual's status as a student. The college will cooperate fully with law enforcement agencies and other agencies responsible for rehabilitation efforts. In addition to any action taken by civil or criminal authorities, the college reserves the right to impose its own disciplinary sanctions if the college believes that the student's conduct interferes with the purposes, objectives, or responsibilities of the college.

The Code of Student Conduct applies to any student who is either registered for one or more credit hours or is enrolled in a special program approved by the college. No sanctions or disciplinary action shall be imposed on a student by or in the name of the college except in accordance with this code.

## **SECTION I RIGHTS AND RESPONSIBILITIES**

The college affirms the right of each student to be free from discrimination on the basis of sex, race, religion, age, color, sexual orientation, disability, national origin, or political views.

The freedom of members of the college community to inquire, study, evaluate, and gain new understanding and maturity is essential to the future of our society. Reasoned and informed dissent plays a vital part in the role of the college. Freedom to dissent and criticize is accepted in an attempt to avoid error, discover truth, and to encourage originality and accomplishment.

Freedom cannot be protected or exercised in a community which lacks order and stability. Any individual who desires freedom must support the constitution, the law, and the authority of the college. They provide an orderly and stable community without which the work of the members of the college community cannot be pursued. Interference with members of the college in the performance of their duties and activities is regarded as unacceptable obstruction of the process of the college and is self-defeating.

Freedom belongs to members of the college community. The right to free speech carries with it the responsibility to allow free speech. The right to assemble and listen to the expression of a viewpoint carries with it the responsibility to listen without interruption to the proper expression of dissenting viewpoints. The right to move freely in and out of college buildings on proper business carries with it the responsibility to not deny the same right of ingress and egress to others.

The right to be present on the campus carries with it a

responsibility to not interfere with and obstruct the rights of others to use college facilities for their normal activities and functions. The right to own private property and to be protected from acts of physical violence carries with it a responsibility to not steal or damage the property of others, the property of the college, and to not commit a violent act against any member or guest of the college community.

The enumeration of rights and responsibilities shall not be construed to excuse, approve, or condone conduct hereinafter proscribed in Section III. It is the responsibility of the members of the college community to maintain an atmosphere in which the violation of rights is not likely to occur and in which the exercise of such rights is assured.

## **SECTION II PURPOSE OF CODE OF STUDENT CONDUCT**

It is the intent of this code to set forth in a clear, concise, and uniform manner the expectations of students who join with the college community, to each other, and to the college, and to set forth administrative and judicial procedures whereby those who are accused of violating the rules may be afforded due process, and, if appropriate, a fair and just sanction.

Students attending Avila College automatically place themselves under the jurisdiction of the Code of Conduct. It is of paramount importance for students to familiarize themselves with the rules and regulations affecting them.

### SECTION III PROSCRIBED CONDUCT

The following list of examples of proscribed conduct and conduct similar to these examples is not intended to be all inclusive. The list sets forth basic standards of behavior and conduct. Students are expected to adhere to the spirit and letter of these standards.

Examples of misconduct for which students are subject to disciplinary action fall into the following categories:

- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college
- Forgery, alteration, falsification, or misuse of college documents, records, or identification
- Obstruction or disruption of teaching, research, administration, disciplinary procedure, or other college activities, including public service functions or other authorized activities on college premises
- Theft, misuse of or damage to property of the college or of a member of the college community or campus visitor
- Trespass or unauthorized entry to college facilities
- Violation of college policies or campus regulation, including campus regulations concerning the registration of student organizations, the use of college facilities and equipment, or the time, place, and manner of public expression
- Failure to comply with directions of college officials acting in the performance of their duties
- Conduct which adversely

affects the student's suitability as a member of the college community

- Possession, use, or distribution of any prescription or illegal drugs unless under the care and prescription of a medical doctor. This prohibition includes the use or abuse of all mind-altering substances
- Possession or use of firearms, ammunition, explosives, or dangerous chemicals, or use or threatened use of knives or any other object as weapons, on college-owned, controlled, or rented property, or at college-sponsored or supervised activities
- Violation of rules governing residence in college-owned, controlled, or rented property, or at college-sponsored or supervised functions
- Disorderly conduct, harassing, or lewd, indecent, or obscene conduct or expression or sexual misconduct on college-owned, controlled, or rented property, or at college-sponsored or supervised functions
- Possession or consumption of alcoholic beverages in any form on college-owned, controlled, or rented property, or at college-sponsored or supervised functions, except where authorized by the vice president and dean for student affairs or his or her designate, subject to prescribed regulations and Missouri state law
- Possession of stolen property

- Any unauthorized playing of a game for something of value, or selling, harboring, or disposing of any ticket, or any interest in a scheme of chance, by whatever name on college-owned, controlled, or rented property, or at college-sponsored or supervised activities
- Failure to comply with the terms of any sanction applied under this code

A student who is found guilty of misconduct proscribed by Section III of this code is subject to any of the sanctions found under Section IV.

### SECTION IV SANCTIONS

The following sanctions may be imposed upon students:

**A. DISMISSAL:** This sanction is one of involuntary separation of the student from the college. The separation is permanent in that it does not project a definite time of eligibility to return. Any student who has been dismissed from the college for disciplinary reasons may be readmitted only by the authority of the president upon the recommendation of the vice president and dean for student affairs.

**B. SUSPENSION:** This sanction is one of involuntary separation of the student from the college for a definite period of time after which the student is eligible to return. The disciplinary authority may establish

additional individual requirements which must be fulfilled prior to reinstatement.

#### C. DISCIPLINARY PROBATION:

This sanction precludes the individual from representing the college in any official capacity and may include loss of specific privileges such as representing the college in any official capacity such as inter-collegiate activities including athletics or student office and may include loss of other specific privileges. It is invoked for a specific period of time, not to exceed one calendar year, which is the prerogative of the disciplinary authority. A student is subject to dismissal or suspension if involved in any act of misconduct, including violation of the probation terms, while on probation. The disciplinary authority may establish additional requirements in individual cases which must be fulfilled prior to reinstatement.

#### D. CONDUCT PROBATION:

Conduct probation may include the loss of such privileges as may be consistent with the offense committed and the rehabilitation of the student. This sanction is imposed with or without restrictions for a definite period of time not to exceed one calendar year, the condition of which is the prerogative of the disciplinary authority. A student is subject to disciplinary probation, suspension, or dismissal if involved in any act of misconduct, including

violations of the terms of probation, while on probation. The disciplinary authority may establish additional requirements in individual cases which must be fulfilled prior to reinstatement.

#### E. ADMONITION AND WARNING:

This sanction shall be administered by the disciplinary authority and carries with it no additional punitive action.

F. TERMINATION OF THE REGISTRATION AND PRIVILEGES OF RECOGNIZED STUDENT ORGANIZATIONS: This sanction includes the loss of registration of the recognized student organization and/or loss of any privileges of a recognized student organization.

### TEMPORARY SUSPENSION

As a general rule, an individual's status as a student shall not be altered until the charges brought against him or her have been adjudicated. Experience has shown, however, that prompt and decisive disciplinary action may be required in extreme cases before there is an opportunity to conduct a hearing, as in cases where a student's continued presence on campus constitutes an immediate threat or injury to the well-being or property of the college community or to the orderly functioning of the college.

The imposition of temporary suspension shall entitle the suspended student to a prompt hearing on the charges against him or her. Fundamental fairness requires an informal review of the decision to impose temporary suspension in the absence of a prompt hearing on the charges.

### SECTION V DUE PROCESS

Charges of violation of the Student Code of Conduct shall be brought to the attention of the assistant dean for student affairs who is responsible for insuring enforcement of the Code of Conduct.

The assistant dean shall notify students in a timely manner of charges or possible violation of the code. The vice president and dean shall serve as the hearing officer in all cases regarding the code. Students are free to present any and all material evidence or witnesses on their behalf.

Should the student charged and the hearing officer not reach mutual agreement on the facts of the issue and disposition of the charge including appropriate sanctions, the student may request a formal hearing panel.

The formal hearing panel shall consist of one student and one full-time faculty or staff member appointed by the vice president



and dean, and two students and one faculty/staff member appointed by the student. The panel shall review the facts of the case and may recommend an alternative judgment to the hearing officer. The formal hearing panel shall be formed and execute their responsibilities as soon as possible, but no later than 30 days following a formal request.

Should the vice president and dean not accept an alternative judgment offered by the formal hearing panel, the decision may be appealed to the college president.

## PLACES OF WORSHIP

*All Saints Episcopal Church*  
363-2450  
9201 Wornall Road

*Baha'I Faith*  
241-9478  
4852 Wood, Kansas City, KS

*Beth Shalom Congregation*  
361-2990  
9400 Wornall Road

*Chapel of the Cross Lutheran Church* 942-4285  
10819 Wornall Road

*Church of Jesus Christ of Latter-Day Saints*  
361-0147  
8144 Holmes

*First Baptist Church of Kansas City*  
942-1866  
100 West Red Bridge Road

*Greek Orthodox Church of the Annunciation*  
942-1900  
12001 Wornall Road

*John Knox Presbyterian*  
942-3637  
Wornall Road and 114th Terrace

*Red Bridge United Methodist*  
941-0112  
636 E 117th

*Soka Gakkai International*  
474-7973  
1804 Broadway

*St. Thomas More (Catholic)*  
942-2491  
11822 Holmes

## AREA ATTRACTIONS

*Arabia Steamboat Museum*  
400 Grand Avenue  
City Market Area Kansas City, MO  
471-1856

*Benjamin Ranch on the Santa Fe Trail*  
I-435 and E. 87th Street  
near Bannister Mall  
Kansas City, MO  
761-5055

*Kansas City Chiefs Arrowhead Stadium*  
One Arrowhead Drive  
I-70 and Blue Ridge Cut-off  
Kansas City, MO  
Info: 924-9300 Tickets: 924-9400

*Kansas City Wizards Arrowhead Stadium*  
One Arrowhead Drive  
I-70 and Blue Ridge Cut-off  
Kansas City, MO  
472-GOAL

*Kansas City Royals Kaufmann Stadium*  
One Royal Way  
I-70 and Blue Ridge Cut-off  
Kansas City, MO  
Ticket info: 921-8000

*Kansas City Zoo Swope Park*  
Eastbound Loop of I-435  
Gregory Blvd. exit  
Kansas City, MO  
333-7406

## CULTURAL EVENTS

### *Nelson-Atkins Museum of Art.*

This museum houses works by Rembrandt, Renoir and Caravaggio in addition to a renowned Asian Collection, modern sculpture and rotating exhibits.

Open Tues-Thurs 10-4, Fri 10-9, Sat 10-5, and Sun 1-5.

4525 Oak Street

561-4000

The following host comedies, classical theatre and concerts:

### *American Heartland Theatre,*

Crown Center

2450 Grand Blvd. Suite 314,  
Kansas City, MO 64108

816-842-9999

### *Memorial Hall,*

600 N. Seventh Street

Kansas City, KS 66101

913-371-7555

### *Midland Theatre,*

1228 Main Street

Kansas City, MO 64105

816-471-8600

### *Folly Theatre,*

300 W. 12th Street

Kansas City, MO 64105

816-474-4444

### *Missouri Repertory Theatre,*

816-235-2700

### *Starlight Theatre,*

This theatre presents concerts and Broadway-style shows during its summer season.

4600 Starlight Road, Kansas City,  
MO 64132

816-363-7827

### *Lyric Opera & Kansas City Symphony*

Ticket Office 816-471-7344

## AREA SHOPPING

### *Oak Park Mall*

95th and Quivira

Overland Park, KS

(20 minutes northwest)

### *Ward Parkway Mall*

89th and State Line

Kansas City, MO

(10 minutes north)

### *Bannister Mall*

5600 East Bannister (95th)

Kansas City, MO

(10 minutes northeast)

### *Country Club Plaza*

4700 Broadway

Kansas City, MO

(15 minutes North)

### *Westport/Manor Square*

40th and Broadway

Kansas City, MO

(15 minutes north)

### *Crown Center*

2500 Grand

Kansas City, MO

(20 minutes north)

### *Town Center Plaza*

119th and Roe

Kansas City, MO

(5 minutes west)

## AREA BANKING FACILITIES

### *Nations Bank*

12220 State Line Road

Kansas City, KS

913-979-8005

### *Commerce Bank*

### *Martin City Banking Center*

13333 Holmes Road

Kansas City, MO 64145

816-234-2656

### *Mercantile Bank*

11204 Red Bridge

Kansas City, MO 64145

816-472-6372

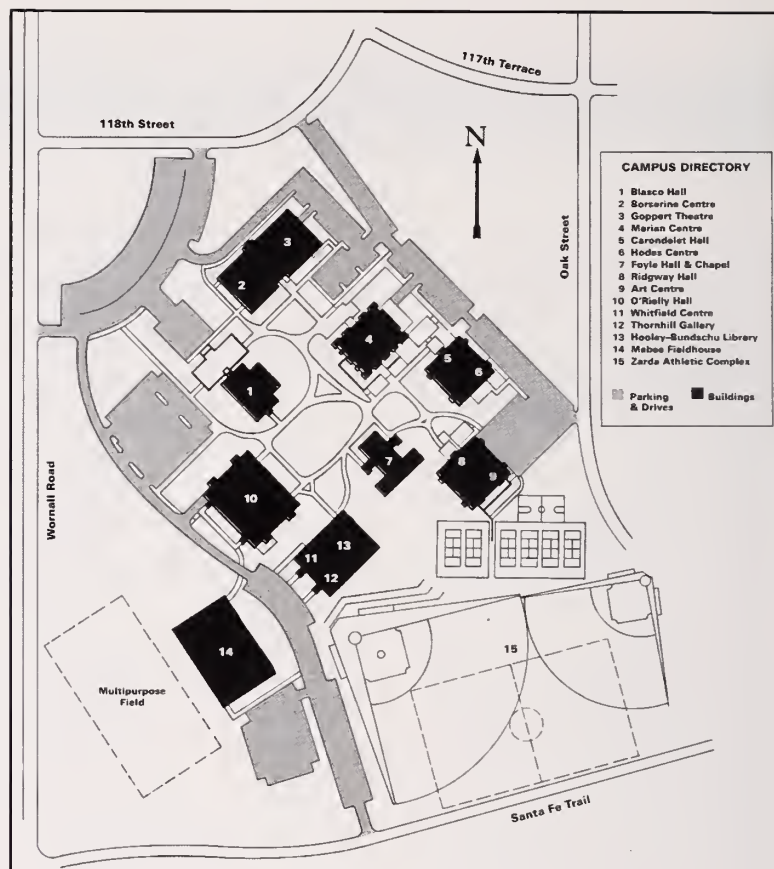


# Index...

Academic Honesty	20	International Students	16
Academic Services	15	Lost and Found	13
Accreditation	8	Map of Campus	BACK OF COVER
Admission Office	16	Map of Kansas City Area	BACK OF COVER
Area Attractions	27	Mission Statement	8
Area Banking Facilities	28	Montessori School	14
Area Shopping	28	Non Discrimination Policy	20
Athletic Programs	11	Parking	17
Avila Ambassadors	10	Payment of Debts	17
Avila College Student Senate	12	Philosophy	8
Avila Dance Team	12	Places of Worship	27
Business Office	13	Prayer of St. Teresa of Avila	6
Campus Bookstore	13	Procedure for Grade Appeal	20
Campus Ministry	12	Purpose Statement	8
Campus Security	14	Residence Hall Association	14
Canceled Classes	21	Residence Hall Staff	15
Change of Address	17	Student ID Cards	18
Child Care Center	14	Residence Life	14
Clubs and Organizations	10	Retention Services	16
Code of Student Conduct	23	Sales and Solicitation	19
College-Wide Educational Outcomes	9	Sexual Harassment	22
Computer Laboratories	13	Student Affairs Division	15
Consensual Relationships	22	Student Involvement	10
Contracts	18	Student Life Office	16
Cultural Events	28	Student Life Policies	17
disABLED Student Services	17	Student Organizations	10
Education on Substance Abuse Issues	22	Student Publications	12
Facilities and Services	17	Student Resource Center	16
Financial Aid Office	16	Student Union Board	10
Food Services	17	Substance Abuse	22
Goppert Theater	13	Substance Abuse Screening	22
Guest Speaker Policy	18	Switchboard	14
Guidelines and Reponse to AIDS/ HIV	21	Temporary Suspension	26
Harassment	20	Thornhill Art Gallery	12
Health and Child Services	16	Tobacco Policy	20
History of Avila College	6	Values Statement	8
Homecoming	13	Vice President & Dean	
Hooley-Bundschu Library	14	for Student Affairs	15
Information Dissemination	18	Welcome	7
Information Technology Usage Agreement	23	Wellness Recreation	11



- 1 BLASCO HALL
- 2 BORSERINE CENTER
- 3 GOPPERT THEATER
- 4 MARIAN CENTER
- 5 CARONDELET HALL
- 6 HODES CENTER
- 7 FOYLE HALL & CHAPEL
- 8 RIDGWAY HALL
- 9 DALLAVIS CENTER
- 10 O'RIELLY HALL
- 11 WHITFIELD CENTER
- 12 THORNHILL GALLERY
- 13 HOOLEY-BUNDSCHU LIBRARY
- 14 MABEE FIELDHOUSE
- 15 ZARDA ATHLETIC COMPLEX



- 1 ST JOSEPH HEALTH CENTER
- 2 NCAA VISITORS CENTER
- 3 JO CO. INDUSTRIAL AIRPORT
- 4 KC ZOO/ STARLIGHT THEATER
- 5 HARRY S. TRUMAN SPORTS COMPLEX
- 6 NELSON ATKINS MUSEUM OF ART
- 7 COUNTRY CLUB PLAZA
- 8 CROWN CENTER
- 9 KC INTERNATIONAL AIRPORT
- 10 KEMPER ARENA
- 11 TRUMAN MEMORIAL LIBRARY
- 12 WORLDS OF FUN/ OCEANS OF FUN



11901 WORNALL KCMO 64145

*The Avila Student Handbook Is produced by the  
Student Life Office & designed by Shannan Lauffer*





# *Avila College*

S T U D E N T   H A N D B O O K